

TO: APPLICANTS FOR APPROVAL/RENEWAL OF APPROVAL OF RDA
EDUCATIONAL PROGRAMS

FROM: Committee on Dental Auxiliaries

1. Responsibilities of the applicant

- a. Prior to operation of a new educational program for dental assisting shall apply for approval from the Bureau for Private Postsecondary & Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814-6200, (916) 445-3428 and to Committee on Dental Auxiliaries (COMDA).
- b. If the applicant has accreditation by an agency approved by the Board (ADA), COMDA may recommend that the Board accept that accreditation in lieu of conducting its own site evaluation.
- c. If applicant is not accredited by an agency approved by the Board, applicant is sent the packet for board approved RDA educational programs and an application for site evaluation.
- d. Applicant completes application packet and returns it to COMDA.
- e. When COMDA determines the application packet is complete, COMDA staff contacts applicant to schedule a visit.

2. Site Evaluation Teams

COMDA encourages local participation in the evaluation process and has established a statewide pool of registered dental assistant educators from which to select site evaluation team (SET) members. Persons who desire to participate in this process should submit their names to COMDA for consideration.

A site evaluation team consists of a RDA educator employed/or retired from an approved RDA educational program, a COMDA member, and a COMDA staff person.

3. Site Evaluation Classifications

A program may be granted full approval or provisional approval or may be denied approval.

Full approval is granted to an RDA program in compliance with the regulations and guidelines for such programs. A program may have a minor deficiency that in COMDA's opinion can be easily corrected. Such deficiency shall be included in the evaluation report. Full approval shall be granted contingent upon the program achieving full compliance.

Provisional approval is limited to programs which substantially comply with all existing standards for full approval. When a program is provisionally approved, COMDA shall state the reasons therefor. Provisional approval shall not be granted for a period which exceeds the length of the program. A program given provisional approval shall immediately notify each student of such status.

Denial/withdrawal of approval from a program shall occur when the program is substantially out of compliance with standards for full approval. When approval is denied or withdrawn, COMDA shall state the reasons therefor within 90 days after such negative evaluation is made. A program which has had its approval withdrawn shall immediately notify each student of such status. Students attending at time of withdrawal of approval shall be permitted to take the RDA licensure examination on completion of the program. Students enrolled after withdrawal of approval will not be considered to have attended an approved program and may not take the state licensure examination.

4. Periodic review of Board approved programs

Board approved RDA programs must complete an application packet at least every 5 years. COMDA may site visit on-going programs at any time to assure its continued compliance with the requirements for such programs.